

From: Executive Director
Sent: Wednesday, June 25, 2008 2:45 PM
To: +All HQ Employees
Subject: Building Update - June 25, 2008

Break Room 320 and the adjacent room 319 will be sealed off this afternoon for further investigation and repair at the recommendation of DGS' consultant hygienist, BioMax, with concurrence of our consultant, Hygiene Tech (HTI).

A leak under the sink in room 320 was reported earlier this week which lead to investigation by DGS and their consultants.

In addition, because the instant hot water dispensers in the break rooms are known to be causing leaks under some break room sinks, DGS as building manager, has decided to investigate turning off all instant hot water dispensers in all break rooms throughout the headquarters building as a precaution.

Thank you for your continued cooperation and I would like to offer special thanks to those employees who take the time to report leaks through the Building Assessment webpage. It is your diligence that allows us to deal with issues and concerns quickly as they arise.